

on the Record, @Online

*News about South Carolina's state and local government records management
from the South Carolina Department of Archives & History*

Volume 5 ♦ Number 3 ♦ May, 2007

**For publications and further information about our services to
state and local governments, check our [WEB](#) page.**



**David McKeown demonstrates the State
Records Center inventory system.**

Records Management Conference Success

The April 17th conference attracted nearly 135 individuals from 35 state agencies and 26 local government to sessions on basic records management, digital imaging, managing e-mail, microfilm best practices, trustworthy information systems, and disaster planning and recovery. It was a great day, and we will soon begin planning for the 2008 conference.

Slides from the plenary session on the Archives' strategic issues and plan for 2007-2011 are available at www.palmettohistory.org/2007plenary/2007plenary.htm. Visit [this link](#) to see a photo gallery of the conference.

Local Government Grants: July 6 Deadline

The [State Historical Records Advisory Board](#)'s new regrant project, funded by the National Historical Publications and Records Commission (NHPRC), has just been launched. To be eligible, prospective applicants must submit a letter of intent by July 6, 2007. Information on the application process is available at www.state.sc.us/scdah/shrab/2009announcement.htm.

The following are the types of local government archives projects eligible for SC SHRAB funding:

- ❖ Consultant advice and assistance
- ❖ Records inventory and scheduling (with an archival component)
- ❖ Archival program enhancement
- ❖ Microfilming of historically significant pre-1960 records

Application Information Workshops, 10:30am–Noon, are scheduled for:

- ❖ May 15: Catawba Regional Council of Governments, Rock Hill
- ❖ May 16: Low Country Council of Governments, Point South area (near Yemassee)
- ❖ May 22: Archives and History Center, Columbia
- ❖ May 23: Pee Dee Council of Governments, Florence
- ❖ May 24: Appalachian Council of Governments, Greenville
- ❖ May 30: Berkeley-Charleston-Dorchester Council of Governments, North Charleston

For further information on these workshops and the regrant program, contact [John D. Mackintosh](#).



Help Save the NHPRC

The National Historical Publications and Records Commission, the funding branch of the National Archives, is threatened with elimination in the Federal 2008 budget. Many South Carolina local governments have been touched by NHPRC funding, and more will be through the new regrant and training project described above. You can help to save the NHPRC for

South Carolina by contacting members of our Congressional delegation. For further information, [follow this link](#).

Trustworthy Information Systems, Version 2

Version 2 of the *South Carolina Trustworthy Information Systems Handbook (TIS)* is now available on our web site, replacing Version 1, completed in January 2004. The *TIS Handbook* comprises one section of the *Electronic Records Management Guidelines* developed as part of the recently completed electronic records program development project funded by a grant from the NHPRC. Version 2 corrects a number of web links that no longer worked, removes information no longer applicable, deletes references to SCDAH publications that are no longer in use, and adds references to new publications, state guidelines, and standards.

Archival Training for Local Governments

Archives Preservation Officer [Heather South](#) is preparing a training session on archival issues for local governments that will be offered at various sites around the state beginning this summer. Included in the sessions will be how to handle and house archival records, reformatting options, environmental controls and requirements for archival records, and purchasing archival supplies. If you are interested in hosting a session, please contact Heather. Further information will be available on our website by mid-June and sent out via e-mail.



Electronic Signatures Standard Approved

In February the South Carolina State Budget and Control Board's Architecture Oversight Committee (AOC) approved [state standards for electronic signatures](#). Produced in compliance with South Carolina's version of the Uniform Electronic Transactions Act (UETA), these standards are

applicable to all state government entities including agencies, boards, commissions, colleges, and universities. Local governments may, at their option, consent to be governed by these standards. Although UETA does not require state government to utilize electronic records or electronic signatures, to the extent that they do use such records or signatures, they will be subject to these standards. On March 28, the AOC approved the [South Carolina Electronic Signatures Analysis and Implementation Guide](#), to assist agencies wishing to implement the standards. This document will be available soon via the website of the state's Chief Information Officer.

Disaster Report & Training

Though the devastation wrought by Hurricane Katrina is receding from the short-term memory, we must all continue efforts to prepare for the worst. The [Council of State Archivists](#), as part of its Emergency Preparedness Initiative, recently issued a report, *Safeguarding a Nation's Identity: The Readiness of State Archives to Protect the Records that Identify Who We Are, Secure Our Rights, and Tell Our*

Story as a Nation: www.statearchivists.org/prepare/epireport_all.pdf. (An executive summary is available at www.statearchivists.org/prepare/2006EPI_rpt_Summary.pdf). The report has a lot of useful information and many disturbing photos of the impact the disasters have had on records.



Among the report's recommendations is that state archives reach out to state agencies, local governments, and others in their states to promote disaster planning. With the support of a grant from the NHPRC, we will be offering workshops on [disaster preparedness and recovery](#) over the next two years. The following are the dates and locations scheduled for the coming months:

- ❖ June 8: Furman University
- ❖ June 15: Charleston Museum
- ❖ September 5: SC Archives and History Center

In the meantime, as the hurricane season approaches, be sure to visit our [disaster preparedness web page](#) to learn about how to prepare for and cope with disasters.

Contact [Heather South](#) regarding the workshops and the Archives disaster preparedness and recovery program.

News from the Wider World

"History, Digitized (and Abridged)," *New York Times*, March 10, 2007

www.nytimes.com/2007/03/10/business/yourmoney/11archive.html?ex=1331355600&en=ac8d2f50c8dfc12d&ei=5124&partner=permalink&exprod=permalink

Be sure to follow the link at the left hand side "Digitizing the Nation's Treasures" for a status report on the National Archives' progress in digitizing its holdings.

"Debut of MS Office 2007 Reveals Electronic Records Management Implications," *ARMA Information Management News Wire*, January 24, 2007.

www.arma.org/news/enewsletters/index.cfm?ID=1597

"Is It Time for Wikigov?"

Government Computer News, April 2, 2007

Some government agencies are taking steps toward Web 2.0, a way of using technology that emphasizes online collaboration and sharing tools.

www.gcn.com/online/vol1_no1/43410-1.html

A Final Word

This issue follows on our now annual records management conference. The high level of attendance demonstrates the great need for records management instruction. While our conferences focus on the Archives' requirements, keep in mind that the SC Public Records Association (<http://scpra.org>) has an annual program in the fall each year and regional chapters hold workshops in the spring. Archives staff members regularly participate in SCPRA programming. SCPRA, however, offers sessions that go beyond those offered at the Archives' conferences, addressing timely records management issues and, as important, the SCPRA conferences and workshops offer opportunities to meet others in state and local government and discuss matters of common concern. If you are not a member yet, be sure to join . . . and attend the SCPRA's fall conference in Myrtle Beach.

As you will notice in this issue, we are also providing targeted training on archival management fundamentals for local governments and intensive daylong disaster training for state agencies and local governments that will be conducted at sites around the state. I hope you are able to take advantage of these and the other educational opportunities that are coming up.

Roy H. Tryon, CA, CRM

State Archivist and Records Administrator



Links

Records Management conference Registration Plenary session Powerpoint

www.palmettohistory.org/2007plenary/2007plenary.htm

Records Management conference Photo gallery

www.palmettohistory.org/2007rmconfphotos/index.html

SC State Historical Records Advisory Board (SC SHRAB)

www.state.sc.us/scdah/shrab/shrab1.htm

Regrant

www.state.sc.us/scdah/shrab/2009announcement.htm

National Archives: **Help save the NHPRC**

www.state.sc.us/scdah/shrab/saveNHPRC/savenhprcforsc.htm

Trustworthy Information Systems Handbook

www.state.sc.us/scdah/erg/tis.htm

Electronic Records Management Guidelines

www.state.sc.us/scdah/erg/erg.htm

State Agency Specific Records Retention Schedules

www.state.sc.us/scdah/newprocess.htm

SC Architecture Oversight Committee

www.cio.sc.gov/eaweb/

State Standards for Electronic Signatures

www.cio.sc.gov/SCEA/scr/scr-UETA-SC-Standards-for-Electronic-Signatures.pdf

Electronic Signatures Analysis and Implementation Guide

www.cio.sc.gov/SCEA/scr/scr-UETA-SC-Analysis-and-Implementation-Guide-for-Elec-Signatures.pdf

Council of State Archivists

www.statearchivists.org

Safeguarding a Nation's Identity

www.statearchivists.org/prepare/epireport_all.pdf

Executive summary

www.statearchivists.org/prepare/2006EPI_rpt_Summary.pdf

Disaster Preparedness Workshops

www.state.sc.us/scdah/shrab/2009regrant/2009regrantWorkshops.htm

Disaster Preparedness web page

www.state.sc.us/scdah/disaster.htm

South Carolina Public Records Association

<http://scpra.org>

“History, Digitized (and Abridged)”

www.nytimes.com/2007/03/10/business/yourmoney/11archive.html?ex=1331355600&en=ac8d2f50c8dfc12d&ei=5124&partner=permalink&expd=permalink

Be sure to click on the link at the left, “Digitizing the Nation’s Treasures”

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